

Facilitator Action Plan for School Support

School Name _____

Step 1: Conduct SWIS Readiness Tasks	Completion Date
A. Complete the Readiness Checklist with school team	
B. Complete Compatibility Checklist Documenting Referral Procedure	
Step 2: Submit License Agreement and School Info Form	Completion Date
A. Complete License Agreement	
B. Complete School Information Form	
C. Determine Swift at SWIS training date	
D. Complete Submission Checklist	
E. Submit License Agreement and School Information Form	
Step 3: Setting up Swift at SWIS Training	Completion Date
A. Prepare SWIS User's Manual for each user	
B. Prepare a password card for each user	
C. Reserve computers for training	
D. Set up computers at school/training site	
Step 4: Conduct Swift at SWIS Training	Completion Date
A. Preview SWIS User's Manual, License Agreement and Confidentiality	
B. Preview Demo Site	
C. Provide data entry practice in facilitator's account	
D. Ask basic questions about Big 5 report generation	

E. Ask specific questions about Custom Reports	
F. Complete SWIS schedule for data entry, accuracy checks and reporting	
G. Schedule follow-up meeting after the training.	
Step 5: Follow-Up	Completion Date
A. Conduct follow-up to check implementation and use	
B. Conduct accuracy checks three times a year	
C. Attend at least one team meeting	
Step 6: Maintenance	Completion Date
A. Check in one month after Swift at SWIS training.	
B. Attend team/staff meetings	
C. Check each school account for patterns, trends, peaks and errors	
D. Repeat steps 1-6 with new schools	
Step 7: Annual SWIS Facilitator Boosters	Completion Date
A. Update SWIS Facilitator Action Plan annually	
B. Preview SWIS website at least three times per year	
C. Preview each school account monthly	
Step 8: SWIS License Renewal Process	Completion Date
A. Review status of SWIS readiness tasks	
B. Update School Information in SAMI	
C. Complete Swift at SWIS training with new SWIS users	
D. Complete Swift at SWIS booster training as needed	
E. Provide follow-up and support for all schools	